

Executive Registry

13 MAY 1971

71-1537A

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH

: Deputy Director for Support / RW 13 MAY 1971

SUBJECT

: Nomination of [ ] for the  
Federal Paperwork Management Award

STATINTL

1. This memorandum transmits for your signature a letter to the Awards Committee, Association of Records Executives and Administrators, nominating [ ] for the 1971 Federal Paperwork Management Award.

STATINTL

2. The attached nominating document was prepared by the Chief, Clandestine Service Personnel Staff. It has been reviewed and concurred in by [ ] and a representative of the Office of Security.

STATINTL

3. It is recommended that you sign the attached letter. The deadline for submission of nominations is 15 July 1971.

[ ]

STATINTL

Harry B. Fisher  
Director of Personnel

Atts



**CENTRAL INTELLIGENCE AGENCY**

WASHINGTON, D.C. 20505

**OFFICE OF THE DIRECTOR**

2 JUN 1971

Awards Committee  
Association of Records Executives and Administrators  
Post Office Box 4259, Grand Central Station  
New York, New York 10017

Gentlemen:

Mr. Helms has asked me to respond to Mr. Judd's letter of 25 March 1971 inviting this Agency to submit nominations for the seventh annual Federal Paperwork Management Awards.

We welcome the opportunity to nominate [redacted] as a candidate for this award. His creative and imaginative efforts have resulted in sizeable savings of man-years in one of our major record keeping activities. As a dedicated career employee who personifies outstanding leadership and professional excellence in promoting effective management of the Federal Government's paperwork, he justly merits recognition.

STATINTL

Sincerely,

[redacted]

L. K. White  
Executive Director

STATINTL

Enclosures

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